

## How to Use the Print, Copy & Mail Services, and Printed Promotional Products Statewide Contract

Contract #: OFF33      Contract Duration: 05/14/2012 to 06/30/2013

MMARS #: OFF33\* Options to renew: One 1 year optional renewal

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This contract contains: **Small Business Purchasing Program (SBPP), Supplier Diversity Office SDO Contractors and Environmentally Preferable Products (EPP) Equipment**

Last change date: 1/30/13

### Contract Summary

This contract covers a large variety of print, copy and mail services and also printed promotional products available from a broad selection of vendors. There are four (4) categories available:

Cat #	Category Name
1	Printing Services
2	Copying Services
3	Mailing Services
4	Printed Promotional Products

### Benefits and Cost Savings

- The statewide contract includes copy, offset, pre-press and post-press production services, and mail services that cover a broad array of services for printing, copying and mailing. It also includes a wide variety of printed promotional products.
- The contract offers easy to use cost sheets for basic, low volume copying and for 40 popular promotional products. Costs for all other items are done through a quote process.

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

**Eligible Entities:**

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;

08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options

**Purchase Options:** Purchases made through this contract will be direct, outright purchases.

**Pricing and buying details:** All contract pricing MUST remain firm through 6/30/14 for all Category 2 and Category 4 contractors.

**Quotes – To ensure that you receive contract pricing, OSD recommends using the quote form posted on Comm- PASS when sending a request for quote. If the quote form is not used, you should identify (whether in your e-mail/during a phone conversation) that you are requesting the quote under OFF33. Verify that the quote from the vendor references Statewide Contract OFF33.**

Category 1 and Category 3 pricing is done entirely through quotes. Categories 2 and 4 have cost sheets for several items. The cost sheets are available under the vendor tab on Comm-PASS for each vendor. Pricing for items not shown on the cost sheets but are within the scope of the category awarded will be done through the quote process.

## Additional Information

Level of Services Offered by Category:

### 1. Category 1 – Printing Services (Commercial Printers)

All Commercial Printer Contractors provide:

- Projects requiring offset and/or web press capabilities and/or high volume printing. Turn-around time will vary accordingly.
- Copying, duplicating, printing of black & white up to full-color printing projects.

### 2. Category 2 – Copying Services (Copy Centers)

All Copy Center Contractors provide:

- Quick copying projects requiring fast turn-around (48 hours or less)
- Black & white or color originals requiring up to 20,000 printed copies and/or sets

### 3. Category 3 – Mailing Services (Mail Service Providers)

All Mail Service Provider Contractors provide:

- Automated, customized mailing services of printed materials that will qualify for discounts by the Post Office.
- Contractors have been qualified as full-scale Mail Houses (see definition, below) to complete mail service projects and should be considered first when you have projects requiring mail services only or mail services in conjunction with copying or printing

orders.

#### **4. Category 4 – Printed Promotional Products**

- All Printed Promotional Products Contractors provide a wide range of product categories within the promotional products.

##### **Delivery:**

All pricing for Categories 1, 2 & 4 includes FOB delivered to ordering facility. Delivery MUST be made as agreed upon by the ordering department.

**Note: Category 1 and Category 2 approved vendors may submit quotes for work, that in addition to print or copy services, contains a mail component. They may not, however, place quotes on strictly mail jobs.**

**However, Eligible Entities have the latitude to establish bidder eligibility requirements beyond those of the Statewide Contract, for example, by requiring that the vendor also be approved under Category 3 for jobs that contain a mail component.**

## **How to Use the Contract**

### **Category 1 – Printing Services and Category 2 – Copying Services**

Depending on the service required you may either:

- **For Category 2 only: Submit a purchase order based on the price listed in the cost sheet for vendors under Category 2 – Copying Services for black & white and color copying for up to 2,999 sheets.** The cost sheet can be found under the specific Vendor information on Comm-PASS under the Vendor tab.
- **Go Directly to In-House Printing Departments with Order Requests:**  
Under M.G.L. Chapter 5, Section 1, the State Purchasing Agent is the designated supervisor of state printing. Based on his directive, Executive Agencies are directed and other Eligible Entities are strongly encouraged to utilize in-house Commonwealth printing departments for production copying and printing when these in-house printing departments can meet their requirements including cost, quality, and delivery.  
This statute also allows agencies to go directly to in-house printers without obtaining (3) competitive quotes. Therefore, agencies may select in-house printing departments and submit the order request directly (fax, phone or email) to the in-house printing department for completion of orders:

### **Commonwealth Print Services (CPS)**

1 Ashburton Place, Room P-11, Boston MA 02108  
Contact: Glenn Kendall at Phone: 617-720-3340 Fax: (617) 727-6232  
Email: [cps@state.ma.us](mailto:cps@state.ma.us)  
Website: [www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/commonwealth-print-services.html](http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/commonwealth-print-services.html)

**MassCor/Massachusetts Correctional Industries (MCI)**

P.O. Box 188, Norfolk, MA 02056  
Contact: Andrea Bucchanio  
Phone: 800-222-2211 ext. 1071 Fax: 508-850-1091  
Email: [albucchanio@doc.state.ma.us](mailto:albucchanio@doc.state.ma.us)  
Website: [www.masscor.us](http://www.masscor.us)

- **Use the same Contractor for Repeat Orders:**

If you have a repeat order (with the exact specifications as a previous order), you may select the Contractor who previously fulfilled the order by submitting that quote directly to that Contractor for completion of the repeat order. Eligible Entities are required to document such purchases in their procurement file. Also, Eligible Entities are strongly encouraged to obtain quotes periodically for repeat orders to assure themselves they are getting the best prices.

**REQUIREMENT: Request a minimum of 3 quotes if not going directly to an in-house printing department.** One quote each from both in-house printing departments (Commonwealth Print Services and MassCor) and at least (1) additional quote from a Copy Center or Commercial Printer, depending on level of service required.

Use Quote/Order Form (available on Comm-PASS under Forms & Terms tab of OFF33 contract) to finalize information on printing specifications and prepare project for quoting. Fax or email your Quote/Order form (confirm that form was received) to both Commonwealth of Massachusetts' in-house Printing Departments (contact information above). The time required for them to respond to your quote is within 24 hours or within timeframe mutually agreed upon with Eligible Entity.

If your particular job is one that cannot be done by either CPS or MassCor, you must obtain at least (3) quotes from other Contractors that can reasonably be expected to do the work.

**Approval of Proofs:** Eligible Entities should review and approve proofs provided by Contractors prior to start of each project, when appropriate.

**For MMARS Users Only**

1. To encumber funds for copy or printing services:
  - End users must select a Contractor on Master Agreement (MA) (OFF33) for the appropriate service. Related Commodity Codes are as follows:
  - Copy Services - Commodity: 821217000080

- Printing Services - Commodity: 821215000080
- For MassCor purchases utilize MA # MASSCORINDUSTRIES001 and commodity line #8.

**2. To process payments to CPS and MassCor:**

- Commonwealth Print Services (CPS) payments are made through internal exchange (IE/ITA).
- MassCor and all other Contractors payments are currently processed via (PRC) through invoicing referencing the appropriate (PC) document.

### **Category 3 – Mailing Services**

In order to qualify as full-scale Mail Houses, Contractors are required to currently own and operate an established mail processing facility with the minimum equipment, as follows:

- Inserting equipment
- Multi-line Optical Character Reading Equipment
- High Speed Weigh on the Way Metering Equipment

The following are the steps for purchasing these Mail Services:

**1. Project Preparation**

- A.** Call Mail Service Provider to discuss your mailing/mail project.
- B.** Be prepared to discuss and provide information regarding the project:
  - i. Contractor will need Eligible Entity's Name & address database.
  - ii. Request consultation re: postal regulations, determination of mail class/type
  - iii. Type of mail piece (letter, laser letter, postcard, self-mailer, newsletter)
  - iv. Required time line/ schedule for mailing, including when pieces will be picked-up and/or delivered
  - v. Contractor prep time requirement for processing including proof/re-proof. (Prep time may vary with each Mail Service Provider).
  - vi. Inquire whether postal discounts are available for the mailing.

**2. Request Quote(s)**

Ask for written, detailed, line item quote(s) for all charges associated with mail/production project.

**3. Next Steps - Things to Remember:**

- A.** If you are using a bulk mail account, you need to be sure that you have sufficient funds in the account to support the postage costs.
- B.** If you are not using a bulk mail account, you should give the Mail Service Provider a check made payable to the Postmaster where the mailing is to be mailed (i.e. Postmaster Boston, Postmaster Reading) for the total postage cost for the mailing.
- C.** If an Eligible Entity requests UPS be utilized for Express Next Day, Second Day Delivery, or Ground Service, the Contractor must agree to utilize the Eligible Entity's Account Number and designate the delivery as outward bound utilizing the current Statewide Contract (#OFF31) or its successor for these services.

### **For MMARS Users Only**

#### **1. To encumber funds:**

- A.** For service charges, encumber funds utilizing the (CT) and the related commodity line.
- B.** For postage charges, encumber funds utilizing the incidental purchase order (GAE) made payable to the appropriate Postmaster. (Please note: Eligible Entities that use Commercial Printers to provide mail service should reimburse Commercial Printers that provide postage as a pass-through expense for post-production services using this method of payment also.)
- C.** Contractors payments are processed via (PRC) through invoicing referencing the appropriate (PC) and/or (GAE) document.

## **Category 4 – Printed Promotional Products**

A cost sheet with fixed costs is available for Category 4 – Printed Promotional Products for 40 different promotional products. The cost sheet can be found under the specific Vendor information on Comm-PASS under the Vendor tab.

If the Eligible Entity would like an item not on the list or at a higher quantity than listed, then the Eligible Entity is to request written quotes from a minimum of 3 Category 4 Contractors.

## **Contract Counties**

Contractors have designated the regions in which they will provide service under the statewide contract. Please refer to the Vendor list on Comm- PASS for service areas.

### **List of Regions**



- 1. West Region:** Berkshire, Franklin, Hampshire, and Hampden Counties.
- 2. Central Region:** Worcester County.
- 3. Northeast Region:** Middlesex, Essex Counties.
- 4. Boston Region:** Norfolk, Suffolk Counties.
- 5. Southeast Region:** Plymouth, Bristol, Barnstable Counties.
- 6. Cape Islands:** Dukes, Nantucket Counties.

## **Vendor List and Contract information**

There are a total of 44 vendors on the OFF33 contract. Please refer to the “Vendor” tab of Comm-PASS ([www.comm-pass.com](http://www.comm-pass.com)) for the list of vendors and contact information. The Category 2 and Category 4 Cost Sheets are located at the bottom of the vendor detail page.

Supplier involvement in any of the following programs will have the appropriate icon appear

beneath the column heading. Programs include Small Business Purchasing Program (SBPP), Supplier Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount PPD).

## Strategic Sourcing Services Team Members

<i>Name</i>	<i>Department</i>
Bill Ferringio	Department of Transportation
Bruce Turnbull	Massachusetts Lottery Commission
Chris Raymond	Westfield State University
Ed Gora	Boston Public Schools
Gladymar Parziale	Operational Services Division
Jim Hartigan	Department of Education
Joe Bellofatto	Department of Revenue
Jose Ortiz	Department of Transportation
Karan DiMartino	Department of Public Health
Marcia Deegler	Operational Services Division
Pam Brasill	Executive Office of Health & Human Services

## Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS ([www.comm-pass.com](http://www.comm-pass.com)) website, click on “Contracts” then search by document number OFF33 to locate the following contract information:

Contract User Guide	“Forms & Terms” tab
List of Regions	“Forms & Terms” tab
Categories and Regions By Vendor	“Forms & Terms” tab
Category 2 Copy Services Cost Sheet	“Vendor” tab
Category 4 Printed Promotional Products Cost Sheet	“Vendor” tab